

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Parks and Recreation Director	<u>Revision Date:</u> 07/09
		<u>EEO Function:</u> Exempt
		<u>Status:</u> Exempt (Executive)
		<u>Control No:</u> 20600

II. Summary Statement of Overall Purpose/Goal of Position:

Under the strategic direction of the City Administrator and Mayor, manages and directs the operations and activities of the Parks & Recreation department, which includes Parks & Recreation, Alta Canyon Sports Center and River Oaks Golf Course.

III. Essential Duties

- Oversees Parks & Recreation, Alta Canyon Sports Center and River Oaks Golf Course.
- Prepares and administers the department budget.
- Prepares the City's Parks, Recreation and Trails Master Plan.
- Oversees recreation facilities, parks, cemeteries, trails, sports center and golf course, development, construction and maintenance.
- Administers and plans youth and adult recreation programs.
- Works closely with a variety of community groups, parks and recreation management for other government jurisdictions, the City Council and other city departments.
- Evaluates programs for their effectiveness.
- Responds frequently to public inquiries and concerns.
- Hires, trains, motivates, evaluates, disciplines and directs the work of division directors and other staff.

IV. Marginal Duties

- Stays current on trends in parks and recreation field.
- Responsible for activities of the trails committee.
- Works with special groups regarding recreation programs.
- Becomes involved in various community recreation programs.
- Helps facilitate senior citizen programs and facility repair.
- Plans and conducts employee training sessions.
- Performs other duties as assigned.

V. Qualifications:

Education: A bachelors or masters degree in Public Administration, Business Administration, Parks and Recreation Management or related field preferred.

Experience: Ten years related work experience with progressively increasing responsibilities including at least four years administrative and supervisory experience.

License: Must possess a valid Utah Driver's License.

Knowledge of: Principles of management and budgeting; landscape design and maintenance; goals and objectives of community recreation program design; correct English usage, spelling, and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where and how - including responsibility for worker motivation and satisfaction; the exercising of extreme discretion and independent judgement; great responsibility for the supervision of division directors and other staff members.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring influencing of others to obtain desired result; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a computer and a telephone; frequent use of a copier and fax machine.

Analytical Ability: Organize, delegate and establish meaningful goals; design and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation; work effectively with elected officials, city employees, various community members and the general public.

VI. Working Conditions:

Generally comfortable working conditions with some field work in supervising staff and programs; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/working and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____